

Department of Health & Welfare Bureau of Facility Standards Residential Care or Assisted Living Checklist	Version Date: 5/06 Page 1 of 3 Checklist #7	
Functional Area: Medications	Yes = In Compliance No = Further Action Needed	
Objective: The facility manages medications in a manner that meets the needs and assures the safety of residents.		
Specific Criteria	Yes	No
Policy and Procedure: IDAPA 16.03.22.157		
1. Does the facility have written policies and procedures for medications? {IDAPA 16.03.22.157.01}		
2. Do the facility's medication policies and procedures detail the following: <ol style="list-style-type: none"> How residents will receive medications? How medications will be stored? What system you will use to distribute medications? How staff are to respond if: <ol style="list-style-type: none"> A resident refuses a medication? A resident misses a medication and the reason? A resident medication is not available? Medications are missing? A resident receives an incorrect medication? How you will determine if a resident can take their own medications? How unused medications will be handled, including: <ol style="list-style-type: none"> Destruction of medications? Return of medications to the pharmacy? How you will meet the documentation requirements, including whether medications were: <ol style="list-style-type: none"> Taken? Refused? Missed? Not available? How you will meet the documentation requirements for residents who are self-medicating? {IDAPA 16.03.22.157. a-g} 		
Requirements: IDAPA 16.03.22.310		
1. Do facility staff assist with medications from blister packs or medisets? (If the resident gets medications from the Veteran's Administration or the Railroad, you may assist with his medications from pill bottles that contain more than one dose of medication.) {IDAPA 16.03.22.310.01}		
2. Is the medication system (blister packs or medisets) filled by a pharmacist or licensed nurse and labeled according to pharmacy standards and physician or authorized provider instructions? {IDAPA 16.03.22.310.01}		
3. Are all medications kept in a locked box or area, which could include a locked room? {IDAPA 16.03.22.310.01}		
4. Are poisons, toxic chemicals, and cleaning agents stored in separate locked areas apart from medications? {IDAPA 16.03.22.310.01}		

Specific Criteria	Yes	No
5. Are biologicals and other medications requiring cold storage (such as insulin, vitamin B-12 injections, suppositories, liquid antibiotics, etc.) kept in a refrigerator? (A locked, covered container in a home refrigerator is satisfactory storage.) {IDAPA 16.03.22.310.01}		
6. Does assistance with medication comply with the Board of Nursing requirements? {IDAPA 16.03.22.310.01}		
7. Is each medication given to the resident directly from the medi-set, blister pack or medication container? {IDAPA 16.03.22.310.01}		
8. Is each resident observed taking the medication? {IDAPA 16.03.22.310.01}		
9. Does the facility make sure unused medications don't accumulate for more than 30 days and are disposed of in a manner that assures they cannot be retrieved? (You can enter into agreement with a pharmacy to return unused, unopened medications to the pharmacy for proper disposition and credit.) {IDAPA 16.03.22.310.02}		
10. Does the facility have a written record of each time you disposed of medications which includes the following information: a. A description of the drug, including the amount? b. The name of the resident, if it is a prescription medication? c. The reason for disposal? d. The method of disposal? e. The date of disposal? f. Signatures of the responsible facility staff member and a witness? {IDAPA 16.03.22.310.02} and {IDAPA 16.03.22.735.03}		
11. Does the facility track all controlled medications entering the facility and maintain an inventory of them? {IDAPA 16.03.22.310.03}		
12. Does the facility attempt non-drug interventions to assist or redirect resident behaviors before requesting or giving psychotropic or behavior modifying medications? {IDAPA 16.03.22.310.04}		
13. Are psychotropic or behavior modifying medications prescribed by a physician or authorized provider? {IDAPA 16.03.22.310.04}		
14. Does the facility monitor the resident to determine continued need for the psychotropic medication based on the resident's demonstrated behaviors? {IDAPA 16.03.22.310.04}		
15. Does the facility monitor the resident for any side effects from the psychotropic medications that could impact the resident's health and safety? {IDAPA 16.03.22.310.04}		
16. Is the use of psychotropic or behavior modifying medications reviewed by the physician or authorized provider at least every 6 months? {IDAPA 16.03.22.310.04}		
17. Does the facility provide behavior updates to the physician or authorized provider to help facilitate an informed decision on the continuing use of the psychotropic or behavior modifying medication? {IDAPA 16.03.22.310.04}		

Specific Criteria	Yes	No
Record Keeping or Documentation: IDAPA 16.03.22.711		
1. Does the facility have a current lists of medications, diets, and treatments prescribed for residents that are signed and dated by the physician or authorized provider? {IDAPA 16.03.22.711.09}		
2. Does the facility have documentation, signed and dated by the physician or authorized provider, of the 6 month review, for possible dose reduction, of residents' psychotropic or behavioral modifying medications? {IDAPA 16.03.22.711.10}		
3. Does the facility have documentation of medications refused by residents, not given to residents or not taken by residents with the reason for the omission? {IDAPA 16.03.22.711.11}		
4. Does the facility have documentation of all PRN medications taken, with the reason for taking the medication? {IDAPA 16.03.22.711.12}		
Record Keeping or Documentation: IDAPA 16.03.22.735		
1. Does the administrator assure there is daily monitoring and documentation of the temperature of refrigerators in which biologicals are stored to be sure they are between 38 and 45 degrees F., and do you maintain these records for at least 12 months? {IDAPA 16.03.22.310.01} and {IDAPA 16.03.22.735.01}		
2. If medications are returned to the pharmacy, is there a copy of the written agreement with the pharmacy to return unused, unopened medications to the pharmacy? {IDAPA 16.03.22.735.02}		
3. Does the administrator assure there is documentation of the medication disposal? (Refer to #10 above in Requirements, for specifics.) {IDAPA 16.03.22.735.03}		
4. Does the administrator assure the facility has a written record that keeps track of all controlled substances that enter the facility? {IDAPA 16.03.22.735.04}		

The check lists can be used as a quality improvement tool and are offered as a helpful guide.
They do not take the place of the rule requirements.
It is highly recommended that the check lists be used in conjunction with the rules themselves.